CERTIFICATED*			
Work Location	Roseland School District	**Responsible To**	School Site Principal
Work Year	199 days (Mutually planned and agreed to between Site Principal and Employee	**Hours**	Up to full-time (8 hours per day)
Salary	Academic Dean Salary Schedule	**Benefits**	Eligible for District Benefits (Certificated)
**Excluded from certificated bargaining unit pursuant to Government Codes: 3543.4; 3540.1(g)(m)*			

Definition:
The Academic Dean, in collaboration with the Principal, serves as a leader of the school's academic program. The Academic Dean holds the responsibility for doing all that it takes for every child to make sufficient growth to meet the school-wide goal of grade level proficiency for all.

Duties and Responsibilities:
Duties and responsibilities may include, but are not limited to, the following:

Staff Support and Program Accountability:

- Ensures grade level standards are the focus of classroom instruction in all core content areas
- Ensures all district, charter and site program agreements are carried out successfully in classrooms
- Coaches teachers, supports new teachers, and coordinates staff development
- Leads teachers in the use of the school data analysis tools to drive instructional practices, re-teaching strategies, and interventions
- Plans with teachers based on student progress data
- Guides Wednesday teacher planning time: grade level data review, planning next steps
- Ensures that teachers have the resources and training to provide students with paths to grade level proficiency

Staff Supervision:

- Supervises intervention teachers, classified staff and others as assigned by site principal.

Data Leadership:

- Provides leadership with classroom student progress monitoring, benchmark and summative tests

- Coordinates management of identifying, collecting and analysis of benchmarks and other data
- Monitors, reviews and assists with printing school site report cards
- Coordinates school STAR, CELDT and other testing programs as assigned
- Maintains Academic Dean's list for high academics and improved academics school-wide
- Provides data for cadres, student services, and others as needed

Program Planning and Leadership:

- Provides leadership in developing grade-level standards-based curriculum at each grade level
- If assigned to Roseland Charter School, aligns programs between RAMS and RUP
- Oversees the extended school day including interventions, RTI, electives, staff and volunteers

Student Support:

- Manages with urgency, enrollment of students in need of support and interventions so that each student is receiving help needed to meet grade level proficiency in language arts and math.
- Develops student incentives for academic gains

Other:

- Coordinates the retention consideration process at the school site
- Provides leadership on cadres, ad-hocs and workgroups
- Other duties as assigned

Employment Standards

Education and Experience:

- Current CA Elementary Multiple Subject or Single Subject Credential
- Three or more years' experience teaching in an urban classroom with significant, gains in student achievement
- Strong leadership and communication skills and personal drive
- Accelerated School process and philosophy experience a/o knowledge
- Leadership experience in the area of English Language Learners
- Planning, organizing and management skills

Other Desired Qualifications:

- Master Degree a/o Administrative Credential

- It is critical that the Academic Dean holds and demonstrates the inherent belief that all students can achieve academic success and be on the path to college, regardless of their life circumstances.
- People-oriented, data-driven
- Able to influence and motivate others, adaptable, a strong communicator, and focused on achievement and instruction.
- Knowledge of the Roseland Community and the Roseland School District educational mission and goals for students

Licenses and Other Requirements:

- A valid California driver's license, including clean driving record and evidence of appropriate automobile insurance based on DMV regulations may be required. This position may require traveling by the employee's own vehicle to sites and trainings.
- Fingerprint and TB clearance

Physical Demands:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time when performing duties inside or outside the work office may be required.
- Occasional lifting and/or moving up to twenty (20) pounds when setting up for events.
- Subject to bending, reaching and twisting.
- Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent use of computer, mouse and keyboard.
- The job is performed under minimal temperature variations, is generally a hazard free environment in a clean atmosphere. The noise level in the work environment is usually moderate.

Evaluation:

- The school site principal shall evaluate and assess in writing the performance of the Academic Dean annually for the first and second years of employment and at least every other year thereafter. Said evaluation and assessment shall be reasonably related to the position of the Academic Dean for the year in question. The evaluation format shall be determined by the District but shall at a minimum include staff and personnel relations, educational program and professional leadership development.
- In the event that the school site principal determines, in the course of the evaluation process, that the performance of the Academic Dean is unsatisfactory in any respect, he/she shall describe in writing, indicating specific instances where appropriate, said

unsatisfactory performance. The evaluation shall include recommendations as to the areas of improvement in all instances where the school site principal deems improvement to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Academic Dean and the Academic Dean shall have the right to make a written reaction or response to the evaluation within ten (10) days from receipt of the evaluation, which shall become a permanent attachment to the Academic Dean personnel file. Within 30 days of the delivery of the written evaluation to the Academic Dean, the school site principal shall, if requested by the Academic Dean, meet with the Academic Dean to discuss the evaluation.

Termination of Contract:

- The Academic Dean's status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provisions of law.

Board Approval: January 19, 2011
Board Revised: April 20, 2011
Board Revised: June 17, 2019
Board Revised: October 16, 2019